

18 May 2021

Draft MINUTES

Present: members in attendance

Kate Matthews (President)	JP Bester (Non Member)
Chloe Nicholls (Vice President)	Jackie Rose-Diamond (Member)
Rachael Cox (Non Member)	Sarah Drummond (Non Member)
Joe Saglam (Member)	Alecia Hartley (Member)
Adria Cunningham (Member)	Aymee Hogbin (Member)
Anita Bond (Member)	Steven Toomey (Non Member)
Phil Langley (Member)	Kylie Depper (Non Member)
Alicia Klumpes (Member)	Evanee Lee (Non Member)
Amanda Hay (Member)	Samantha Temy (Member)
Leah Macfarlane (Member)	Roger Desailly (Non Member)

Welcome:

Opened by President Kate Matthews (KM) at 7:03pm.

National Volunteers week, KM confirmed that Anita presented P&C with Chocolate and Flowers at the Junior Assembly this morning.

Apologies

Charlotte Myers, Sarah Daly, Stacey Gillespie, Alex Schmidt, Karen Bond

Previous Minutes

Motion to accept and ratify 9 March 2021 minutes. Motioned by Alicia Klumpes and Seconded by Adria Cunningham. CARRIED.

Next AGM

Confirmed for 9 May 2022

Business arising from previous minutes

Addressed in General Business as ongoing matters

Executive Decisions

P&C Executive decided to purchase the following:

- P&C Badges (\$21)
- Tuckshop Fridge replacement (\$1,650)
- Fete Volunteer Thank you evening Friday, 21 May at a cost of \$500, Home Café sponsoring by offering cost price drinks
- Fete Insurance for 7-9 May 2021 - additional cost of \$470

Correspondence

Inward (as listed)

1. Employsure contract

2. Employsure site visit
3. Campion booklist commission
4. Long lunch update from Aymee
5. Disco update from Sam
6. Comedy night and Trivia night update from Anthony
7. Staff wages and creditors fortnightly expenses
8. ANZAC Day request to borrow tarp from Heather Marshall
9. P&C executive team nominations (multiple)
10. Gingerbread house early bird offer 11.

Outward (as listed)

1. Replies to all incoming
2. Fete emails forwarded to Fete email address

Other business

N/A

Reports

Treasurer's Report – Alicia Klumpes (P&C Bookkeeper) presented the report on behalf of the P&C - P&C received \$30,570 in parent contributions collected through the booklist ordering process with Campion, an increase in 5% above 2020 amount. Campion commission was \$3,479, slightly higher than \$3,403 received in June 2020. Tuckshop and uniform shop business has improved sales from 2020 figures.

P&C contributed \$61,260 to the school and also reimbursed the school for 2020 year book reprinting. \$18,000 in fete expenses to be distributed.

Motion the Treasurer's Report be approved and accepted by Chloe Nicholls and Seconded by Adria Cunningham. CARRIED.

Uniform report - Chloe on behalf Charlotte Myers (an apology) - Term sales are strong with parents/carers preparing for winter uniform items. Delay in the arrival of some sizes in our order for zip jackets and pullover fleeces - they are due to arrive by the end of next week. The sale of 2nd hand uniform items was very popular at Fete. Ordering will begin to commence soon for end of year Prep orders as many suppliers have requested a longer lead time for orders this year.

Motion the Uniform Report be approved and accepted by Alicia Klumpes and Seconded by Adria Cunningham. CARRIED.

Tuckshop report – Karen Bond (not present) In March, the P&C purchased a new glass door fridge. Flexischools had technical difficulties over the past few weeks, Flexischools are not charging for the first two weeks of June as a result of the issues encountered. Still waiting on the Standard Offer Agreement from government (expected in June) to investigate My Schools Connect as a possible alternative to Flexischools.

Motion the Tuckshop Report to be approved and accepted by Leah Macfarlane and Seconded by Kate Matthews. CARRIED.

Sponsorship report – Kate Matthews/Leah Macfarlane -

12k Cash sponsorship successful - Studio Pilates (\$3,000), The Gap Dental Practice (\$3,000), Comfloor, Hutchinson, Midas, The Swim Academy & HMW Group

Donations Over \$2,000: Meat at Billy's, Blind Tiger, Scholz Electrical, Merlo and over \$1,000 Espresso Engine, Promotional Exposure, Fleet Crew, The Art of Framing, Habitat Noosa & Method Design

A big thank you to Kylie Card for her design work over the last 10 years, she will not by continue in the role. Seeking a replacement to take over Graphic Design work.

Grants – Pool upgrades hand rails and kickboards now completed.

Motion the Tuckshop Report to be approved and accepted by Alicia Klumps and Seconded by Adria Cunningham. CARRIED.

Principal's Report – Anita Bond

Anita introduced Amanda Hay

Anita Thanked Kate and all that helped for the fete. Unfortunately (Anita) did not attend and was disappointed not to make it. Rides and Camels were appreciated by kids, staff were awesome to step up and help out with the Humble Jumble.

On Tuesday, 17 May we acknowledged the work of our P&C and presented a small token of appreciation to our P&C President Kate Matthews.

Motions on Notice

None.

General business

1. Workplace health and safety update (Chloe) Tuckshop and uniform shop has an action plan in place.

2. P&C meeting dates, including AGM (Chloe)

18th May, 22nd June, 20th July, 17th August, 12th October, 9th November, 8th Feb, 8th Mar (AGM)

Motion for the P&C Meeting dates including AGM be approved and accepted by Alicia Klumps and Seconded by Adria Cunningham. CARRIED.

3. Disco (Sam)

Samantha Terry to run Disco, Quote for Fencing, lighting, Photo Booth, DJ \$3,000 not including Décor. Theme will be 80s Neon. Format to be 2 grades every hour for 3 hours. Anita to check the capacity. Graphic Designer requested for flyers.

There will be a Sausage sizzle to raise funds, no left over drinks from fete. Will contact Billys for Price.

Fencing quote was \$700 (\$45 per meter) 30 meters through Mega hire, will investigate using Safety tape and bollards

Face painting booth will be an extra \$250

Will check with school about cleaner and pick up of equipment

Proposed date of 23 July

Motion to approve \$2,000 budget (excluding fencing) be approved and accepted by Samantha Terry and Seconded by Leah MacFarlane. CARRIED.

4. Long Lunch (Aymee Hogbin)

Proposed venue is Victoria park ballroom in the newly refurbished room. Cost will be \$99 per head 2 courses and drinks + \$8 canapes Nicole offered herself and another band member at \$2000

\$18 drinks package and suggested \$130 per head

Mac and lulu for table decorations. Up to 240 can attend

\$1000 deposit required by the end of the week

12 november 4 hours

Check with Heather if this date is OK

Stipulated in the contract re covid if refund was needed. Confirm that date can be shifted.

Motion to approve \$1,000 deposit to secure venue for long lunch (pending discussion re dates) be approved and accepted by Aymee Hogbin and Seconded by Leah MacFarlane. CARRIED.

5. Comedy and Trivia nights (Anthony)

Comedy - Anthony – (Comedy producer) Venue Bardon bowls club doing exclusively for parents and friends of parents not at the school due to the 80 limit. Capacity of 134 at Bardon Bowls 2 comedians headline + also Anthony. Production Bowls hire \$200 + \$1750 for comedians.

Estimated profit of \$1500 with need for volunteers, proposed \$30 per ticket or \$50 a couple + Drinks. Investigate with Bowls Club if food trucks can be requested. Proposed on a Friday or Saturday Night 7pm – 9pm (including break)

Trivia - 80s themed Quiz night with host & singer \$1250 cost. 10 rounds @ \$40 ticket - \$5200 for sell out

Venue August and September Bardon Bowls ~130 capacity. Raffle door prize

Recommended pre ordering the food trucks and investigate online booking platform (TBC)

Motion to approve \$1,750 for Comedy and Trivia Nights budget (pending dates) accepted by Anthony Lamond and Seconded by Leah MacFarlane. CARRIED.

6. Gingerbread house budget (Chloe)

Gingerbread houses commit to Early Bird \$500 deposit Chloe motion Alicia and Anthony

Motion to approve \$500 for Early Bird Gingerbread house commit accepted by Alicia Klumpes and Seconded by Anthony Lamond. CARRIED.

7. Fete summary – Amazing day, positive feedback. KM thanked the organising committee - Leah Macfarlane, Alicia Klumpes, Stacey Gillespie, Gardie Stewart and Rob Plater. School staff and teachers lending us the venue and amazing support throughout to Anita Bond, Glen O’Halloran, Heather Marshall, Heather Mercer, Laura Heuen for the choir performance, Donna Kelly, Phil Langley’s help with setting up on Friday.

KM thanked to the Stall and Area Convenors who went above and beyond and call out to Libby from YMCA who volunteered all day with her daughter. Local members who leant marquees and eskies including Councilor Steve Toomey, Ms Jonty Bush MP and Julian Simmonds MP.

Alicia Klumpes managed the financials and we were under budget by \$12,000

Stacey Gillespie did an amazing marketing job advertising Newspaper letter drops, business and socials and as a result we had record crowds.

Still waiting on the last invoices to come through but the fete profit is forecasted at just under \$98k (\$97,894.57!!!), a new record. Total revenue for the day was \$156k.

Summary of some earners for the day were Silent and Live auctions raised \$23,000, rides raised \$18,000, sponsorship \$12,000, pulled pork \$7,000, cakes, clothes and toys approximately \$5,000, Plants, Sno-cones / Fairy Floss and Sweets /Lollies each approximately \$4,000.

8. Roger Desailly proposed that Jim’s Little Kickers Beef Jerky be introduced as a pilot in the tuckshop where 100 packets are provided to students to provide feedback. Will take it up with School, if appropriate survey out to everyone to gauge interest.

Also raised for an “Ashgrove parent” sporting event Supporters shirt / CAPS, it would require a minimum 30-40 to order. Suggestion by KM to present costs and raise motion next P&C meeting.

Applications for memberships and recording of new members

New Member application Kylie Depper, Sarah Drummond, JP Bester, Rachel Cox, Steven Toomey, moved by Kate Matthews, Seconded by Chloe Nicholls

Nomination for Treasurer - JP Bester, moved by Kate Matthews Seconded by Chloe Nicholls.

Nomination for Secretaries – Rachel Cox & Sarah Drummond, moved by Kate Matthews Seconded by Chloe Nicholls

\$30 to purchase new badges for new Executives was addressed in AGM

Motion to purchase new badges for new executives at a cost of \$30. Chloe Nicholls moved motion, Adria Cunningham seconded. CARRIED.

Date of Next Meeting

Date of Next Meeting: Tuesday, 22 June 2021, 7pm in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Kate Matthews at 8.21pm